

10 tips FOR A COOL, GREEN OFFICE THIS SUMMER.

Save energy and make your workplace more comfortable this summer with these simple tips. They cost little or nothing and can make a big difference on your energy costs and comfort.



- 1 Choose Energy Star products whenever possible. Evaluate the amount of energy each will save.
- 2 Use the energy-saving features — such as sleep mode and auto-off — when equipment is not in use. Use power strips to turn computers and other equipment off when the building is unoccupied.
- 3 Install programmable thermostats that are easy to set for daily and weekend/holiday periods. Maintain 76°F in your workplace during office hours, and let it rise to 85°F when the space is unoccupied.
- 4 Use and control the available natural light. Install solar film on south-facing windows and doors. Turn off lighting fixtures when natural light is sufficient for working.
- 5 Replace convention light bulbs with energy-saving compact fluorescent or LED lighting.
- 6 Install occupancy sensors to turn off lights when a workspace is unoccupied.
- 7 Install ceiling fans.
- 8 Open the windows to use natural ventilation when you can. When you turn on the A/C, make sure windows and doors are closed. Fill cracks, caulk around wall sockets and wherever outside air infiltrates the workspace.
- 9 Insulate water heaters and supply pumps.
- 10 Try to reduce the use of equipment which creates a large electrical demand during the peak-use hours of 3 PM to 7 PM.

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